



PHIL BREDESEN
GOVERNOR

STATE OF TENNESSEE
DEPARTMENT OF EDUCATION
6th FLOOR, ANDREW JOHNSON TOWER
710 JAMES ROBERTSON PARKWAY
NASHVILLE, TN 37243-0375

TIMOTHY K. WEBB, Ed.D.
ACTING COMMISSIONER

TO: Superintendent/Directors of Schools
Supervisors of Instruction

FROM: Kimberly F. Jackson,
Executive Director, School Approval

DATE: July 1, 2008

SUBJECT: Revised 2008-2009 Special Course Applications

Rules of the State Board of Education provide the option for local education agencies to request approval to offer special courses. This provision by the State Board of Education is meant to allow systems a means to implement innovative instructional content where there are areas of need that are not already addressed in existing State Board approved curricula; however special courses are not intended to supplant existing courses or to change the type of credit awarded for a course.

If your school/system offers special courses, you are encouraged to monitor each of these closely for continued relevance. With No Child Left Behind, Highly Qualified requirements and monitoring it is required that subject area consultants be involved in the approval of all special courses. In order for the State of Tennessee to make assurances, annual teacher data must be submitted by schools/systems. This will be accomplished by schools/systems with special courses following the procedure outlined below.

In an effort to clarify the situations that have existed in the past, namely systems have received final approval and have not submitted applications for approval. Now we are asking that all special courses be approved each year. Beginning with the 2008-2009 school year we are requesting that all schools/systems re-submit to the department all initial approvals of special courses. Note: If you have already submitted an application for approval in 2008-2009, there is no need to resend this information.

The table below is an outline of the subject areas and due date for submitting all approved special course documentation to the department, beginning with Social Studies September 2008. During the 2008-2009 school year we will be reviewing all previously approved special courses. In 2009-2010 we will provide a complete list of the special courses.

<u>Subject</u>	<u>Due Date (On or Before)</u>
Social Studies	September 15, 2008
English Language Arts	November 15, 2008
Science	January 15, 2009
Math	March 15, 2009
Reading and Fine Arts	May 15, 2009

Enclosed in this mailing, please find the revised special course application and instructions. All special course applications submitted for the 2008-2009 school year must follow the enclosed guidelines. Since there are several changes to the process, you are encouraged to read both the revised instructions and the application carefully.

Please share this information with all personnel in your school system/school involved in the special course process. The revised instructions and application will be posted on our website at www.tennessee.gov/education/ci/forms/index.shtml

Should you have questions or need additional information regarding this process, please feel free to contact me at kimberly.f.jackson@state.tn.us or 615.532.1677.

Thank you for your cooperation and for your interest in offering high quality instruction to the students in Tennessee.

cc: Timothy K. Webb, Acting Commissioner
Joseph Fisher, Assistant Commissioner
Ralph Barnett, Assistant Commissioner
Robert W. Greene, Assistant Commissioner

APPLICATION FOR APPROVAL OF SPECIAL COURSES

General Instructions for Completion:

- This application is designed for requesting approval of all secondary education courses that are not already approved by the State Board of Education. It is to be used whether approval is requested from the Division of Teaching and Learning, the Division of Career and Technical Education, or the Division of Special Education.
- **If content of special courses can be accommodated through existing State Board of Education approved curricula, special courses will not be approved. Please contact The Office of School Approval (615.532.1677) should you have questions regarding existing State Board of Education approved curricula.**
- **Complete one form for each special course proposed. For renewals, please be advised that a renewal application must include a complete course description. Missing data will delay the approval process.**
- Special courses will be approved on a site-by-site basis.
- Request special courses only at the proposed sites where they are to be taught and for the year they are to be taught.
- Special course applications must originate from the central office of a local education agency.
- Special courses are to be taught by fully licensed and properly endorsed instructors. No permits or waivers are allowed. Special courses may not be taught outside the approved area of endorsement, except in the area of technology-based intervention.
- Before assigning a teacher to a special course, the LEA must insure that all currently offered State Board of Education approved courses are taught by an appropriately endorsed teacher. If this is not the case, the proposed instructor of a special course should be assigned to teach in areas where their particular endorsement is in demand for an already State Board approved course. (For example: If the LEA proposes a course to be offered for math credit at ABC High School, all State Board approved math classes must be taught by math endorsed teachers before one of them can be assigned to a special course.)
- All applications must be approved annually by the local board of education and signed by the Director of Schools prior to submission.
- A copy of the curriculum standards to be taught in the special course must be submitted with the application. Information regarding individuals who developed the course and resources used should be included on the application. The standards should follow the same format as that used for all courses. For courses where career and technical credit is being requested, a copy of the competency profiles corresponding to the curriculum must also be submitted. These profiles are to be formatted using the template at www.tennessee.gov/education/cte/doc/ed3040.pdf
- **A complete application must be submitted annually, with modifications to the application and curriculum standards from year to year.**
- The deadline for submitting special course applications is **June 1st** preceding the school year for which special course approval is being requested, or **September 15th** if the course is to start the second semester.

APPLICATION FOR APPROVAL OF SPECIAL COURSES

___ **Academic** ___ **Career and Technical Education** ___ **Special Education**

Section A - SYSTEM INFORMATION - This section is to be completed for all requests.

Date of Application _____

School System _____ State System Number _____

Contact Person _____
(*person to contact if there are questions from the department*)

E-mail _____

Phone Number _____ Fax Number _____

Date of Approval by Local Board of Education _____ (Must be approved annually)

The information on this application is complete and accurate. Assigning the proposed instructor to this special course will not preclude having all State Board approved courses taught by appropriately endorsed teachers.

If the title of the Special Course includes the name of one of the NCLB core academic content areas (e.g., English Language Arts), the teacher must be documented as being “Highly Qualified” in that subject area.

Director of Schools Signature _____

1. Total units of credit required by system for graduation: _____
2. Anticipated enrollment in course. _____
3. Grade level(s) eligible to enroll: _____
4. Can course be counted as one of the **elective** credits in the total number of units required by the State Board of Education for graduation? ___ Yes ___ No

Section B - COURSE INFORMATION - This section is to be completed for all requests.

NOTE: Standards, Learning Expectations, and Performance Indicators must be attached to this application. These should follow the same format as those for current State-Board approved courses. If career and technical education credit is requested, correctly formatted competency profiles must also be attached.

1. Name of Proposed Course _____

2. Total units of credit available through proposed course: _____

3. Pre-requisite(s):

4. Justification for course/program (reason for including this course in the school program)

5. Describe briefly the nature of this course:

6. Total number of hours of instruction: _____

7. Check **one** area of the curriculum in which credit is awarded. Credit must be awarded in a specific area, and cannot be requested simply as "elective credit".

If this is an academic course, is it a duplication of a CTE course? ____ Yes ____ No.

If this is a CTE course is it a duplication of an academic course? ____ Yes ____ No.

Reminder: If more than one area is checked below, application will be returned to school district.

Fine Arts (HQ)

Business

Computer Technology

Foreign Language (HQ)

English Language Arts (HQ)

Math (HQ)

Science (HQ)

Social Studies (HQ)

Special Education

Career and Technical Education

Specify program area:

Wellness & P.E.

Other (please specify) _____

8. Names/titles of individuals who developed the course:

9. Resources used to develop the course:

10. Goals of course/program (student learning goals):

11. Major units of instruction of course/program:

12. Texts and/or supplementary materials to be used:

13. Proposed instructional methods and activities:

14. Procedure for evaluating student progress:

15. Procedure for evaluating success of course:

SECTION C - CAREER AND TECHNICAL EDUCATION COURSE - Complete this section only if you are seeking to award credit in career and technical education.

1. Outline how this course fits into a career and technical education program sequence.
2. Interpret and summarize and attach labor market data to support the proposed course in the local area. Cite the source of the data.

SECTION D - TECHNOLOGY-BASED COURSE - Complete this section of the form only if you are seeking approval for a technology-based course.

1. This course is:
_____ A) Technology-based Intervention
Tech Based Intervention 3645
_____ B) Online Courses 8000 Series
_____ C) Video Distance Learning
2. For Technology-based Intervention, check appropriate area(s):
___ Algebra ___ Biology ___ English

3. For online and video distance learning courses ONLY, who will evaluate coursework submitted by students enrolled?

4. Origination of course:

Type:

___ Satellite ___ On-line ___ CD-ROM-based

Provider/Vendor: _____

Note: For technology-based intervention courses a correlation of the performance indicators of the gateway standards with the provided program must be attached.

<i>SDE Authorized Section</i>

<u>Subject Area Content Specialist</u>	
Signature: _____	<input type="checkbox"/> Approved <input type="checkbox"/> Denied
Date: _____	Course Code Assignment: _____
Comments:	

Special course applications should be submitted to the Commissioner of Education at:

**Tennessee Department of Education
6th Floor, Andrew Johnson Tower
710 James Robertson Parkway
Nashville, TN 37243-0375**

SECTION E - COURSE SITE INFORMATION - This section is to be completed for all requests. Missing data will delay the approval process.

<i>School Name</i>	<i>State School #</i>	<i>Years Course Offered at this School</i> (<u>1</u> , <u>2</u> , <u>3</u> , or <u>4</u> +))	<i>School Year Course to be Offered</i>	<i>Semester Offered</i> <u>F</u> all or <u>S</u> pring <u>B</u> oth <u>F</u> ull <u>Y</u> ear <u>Su</u> <u>M</u> mer	<i>School Format:</i> <u>T</u> raditional <u>B</u> lock <u>M</u> odified Block	<i>For Video Distance Learning:</i> <u>B</u> ase Site <u>R</u> eceiving <u>S</u> ite	<i>Facilities available for course/program</i> <i>(Required for Career and Technical Education courses)</i>

SECTION F – INSTRUCTOR INFORMATION - This section is to be completed for all requests. Missing data will delay the approval process.

<i>School Name</i>	<i>Teacher Name</i>	<i>Teacher #</i>	<i>Teacher Role</i>		<i>Endorsement Code(s)</i>	<i>Industry Certifications</i>	<i>Technology Qualification</i>
			<u>M</u> ain/ <u>B</u> ase	<u>C</u> onsulting/ <u>R</u> eceiving			